

TIPPECANOE EMERGENCY MANAGEMENT ADVISORY COUNCIL
REGULAR MEETING
October 4, 2011

The Emergency Management Advisory Council held its regular meeting on Tuesday, October 4, 2011 at 8:00 a.m. in the Tippecanoe Room of the County Office Building. Advisory Council members present were: Chairman Garry Smith, Co-Chairman John Withers, David Byers, John Basham, Captain Mike Francis, Perry Martin, and Tim Rylewski. Also present were: TEMA Director Wm. "Smokey" Anderson and Secretary Dawn Rivera

Chairman Garry Smith called the meeting to order.

APPROVAL OF MINUTES

- David Byers moved to approve the minutes from the September 6, 2011 regular meeting, second by Capt. Mike Francis; motion passed.

DIRECTOR'S REPORT

Director Smokey Anderson reported the follow items:

- He and TEMA technician Marty Webb attended a National Weather Service seminar on September 8, 2011. As a result, Mr. Webb will be working to improve the siren protocol.
- The large tent ordered by the County Health department has been received. TEMA participated in an exercise designed to familiarize both departments with set up and tear down procedures.
- Budget hearings will be held again on October 4th at 7:00 p.m. and finalized on October 13th. The Council has tentatively provided funding the Assistant Director position as requested and Mr. Anderson suggested this might be an opportune time to review department job descriptions.
- TEMA members participated in an evacuation drill in conjunction with the Red Cross and Tippecanoe Emergency Ambulance Service (TEAS). The activities included moving 16 wheelchair bound patients of Regency Place to another location over a mile away.
- Marty Webb took part in the Northern Indiana Public Service Company (NIPSCO) functional exercise known as 'the dam drill'.
- TEMA volunteers assisted Purdue University officials for the September 17th and October 1st football games.
- The Tippecanoe County Public Safety Fair was held at the County Fairgrounds on September 20th; Purdue held a safety fair on September 22nd.
- He attended the Interoperable Communications conference held in Indianapolis. After attending he realized how fortunate the county is to have a robust and reliable system.
- TEMA members and volunteers assisted in set up, traffic control, and tear down for the Feast of the Hunters Moon.
- The department assisted with and attended the 9/11 ceremony held at Riehle Plaza.

BUDGET AND FINANCE

Director Anderson presented the Council with a summary of the 2011 budget through the end of September. He noted the department's income and expenses are on track. With 75% of the year complete only 56% of expenses have been incurred. Payments are being made in a timely manner but several large payments are forthcoming, the largest being the annual subscription for the satellite dish on the mobile operations command vehicle.

The Tippecanoe County Council has agreed to provide \$112,000 for use in the narrow banding project. Mr. Anderson has begun preliminary work on the project and Federal Field Services is ready to begin work on the project. In addition to converting bandwidth, project funding will allow for the purchase of 5 new pagers, the reprogramming of TEMA radios to activate the sirens at Purdue, and Purdue radios to activate county sirens. This offers a measure of back up for the systems in place with each entity. The federally mandated deadline for narrow banding conversion is January 1, 2013 but Director Anderson feels confident the county will complete the project in advance of that date.

OLD BUSINESS

County Fairgrounds

Director Anderson stated the storage of TEMA vehicles and equipment in the cattle barn seems to be working well. The only exception is one trailer, which is 11' 2" does not fit into the door opening, which is only 11 foot. The addition of motion sensor lighting has been on hold while the county searches for a new caretaker. David Byers announced the person hired to fill the position is Jeff Johnson, who comes from a background of working for a school corporation in a neighboring county. At this point in time he will not be living on the property.

NEW BUSINESS

Meeting Schedule

Chairman Garry Smith asked those present if they felt the meeting schedule should be reviewed, stating it is sometimes difficult to get enough members for a quorum. Possible suggestions are to meet every other month or schedule specific months based on anticipated availability of members (i.e. holidays and summer vacations). The major drawback to not meeting every month would be the potential length of time it would take to conduct official business if a quorum is not met. David Byers asked if the bylaws were written in such a manner that a member could appoint a proxy to attend and vote in their stead. Mr. Anderson said he felt proxies had not been approved and wondered if the bylaws could be amended. It was decided Mr. Smith and Mr. Anderson would research what is allowed and report back to the council for action. Marty Webb informed the group the every other month schedule might be impractical starting in December when it's time to start putting the Comprehensive Emergency Management Plan (CEMP) together section by section. It will need to be presented to a quorum for approval in multiple meetings. Director Anderson suggested the sections be emailed to members as they are completed so the entire document could be approved in one meeting.

PUBLIC COMMENT

- Grant Administrator Laurie Wilson informed the members that as a result of the efforts of Smokey Anderson and Marty Webb, the department will be receiving the full 50% reimbursement for which the departments qualified in 2011. This means 50% of the salaries for the three department members will be paid by state grants. The competitive portion of the grant garnered an extra \$3,612 for doing so well.
- Director Anderson reminded everyone the next meeting is November 1st.

David Byers moved to adjourn, second by Garry Smith; meeting adjourned.